WELCOME TO THE 2009 MAEFAIRS TRAINING

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Installing CITRIX

Installing CITRIX

Left Click on **"Install Citrix Clients"** (this will open a new window)

Installing Citrix

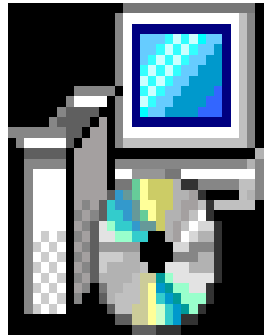Single Right Click and Choose "Save Target As"

Installing Citrix

1. **When the SAVE file box appears, change the Save in box (at the top) to "Desktop"**

2. If you are asked to replace file, say "YES"

3. **After Downloading is complete, close all screens until you are at your "Desktop"**
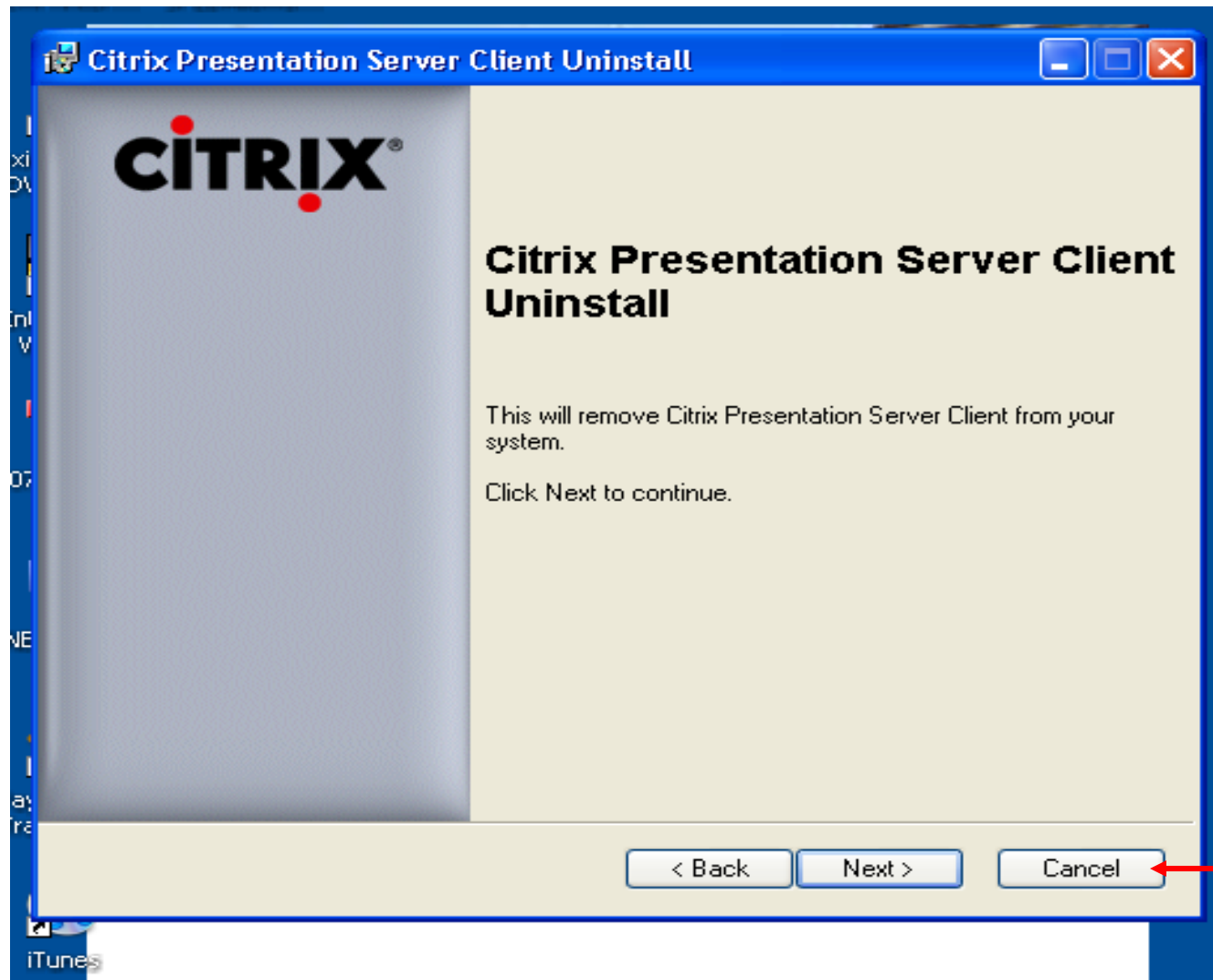
Installing Citrix

On Your Desktop, you will see this I-CON

lca32web.msi

NEXT: Double Left Click on this I-CON

Installing Citrix

NOTE: You may or may not get this screen. This is the screen you will get If you have already installed the Citrix Client.

Installing Citrix

NOTE: If you are seeing this screen, you can click on Repair and click your way through. It will check to make sure you have installed correctly.

Installing Citrix
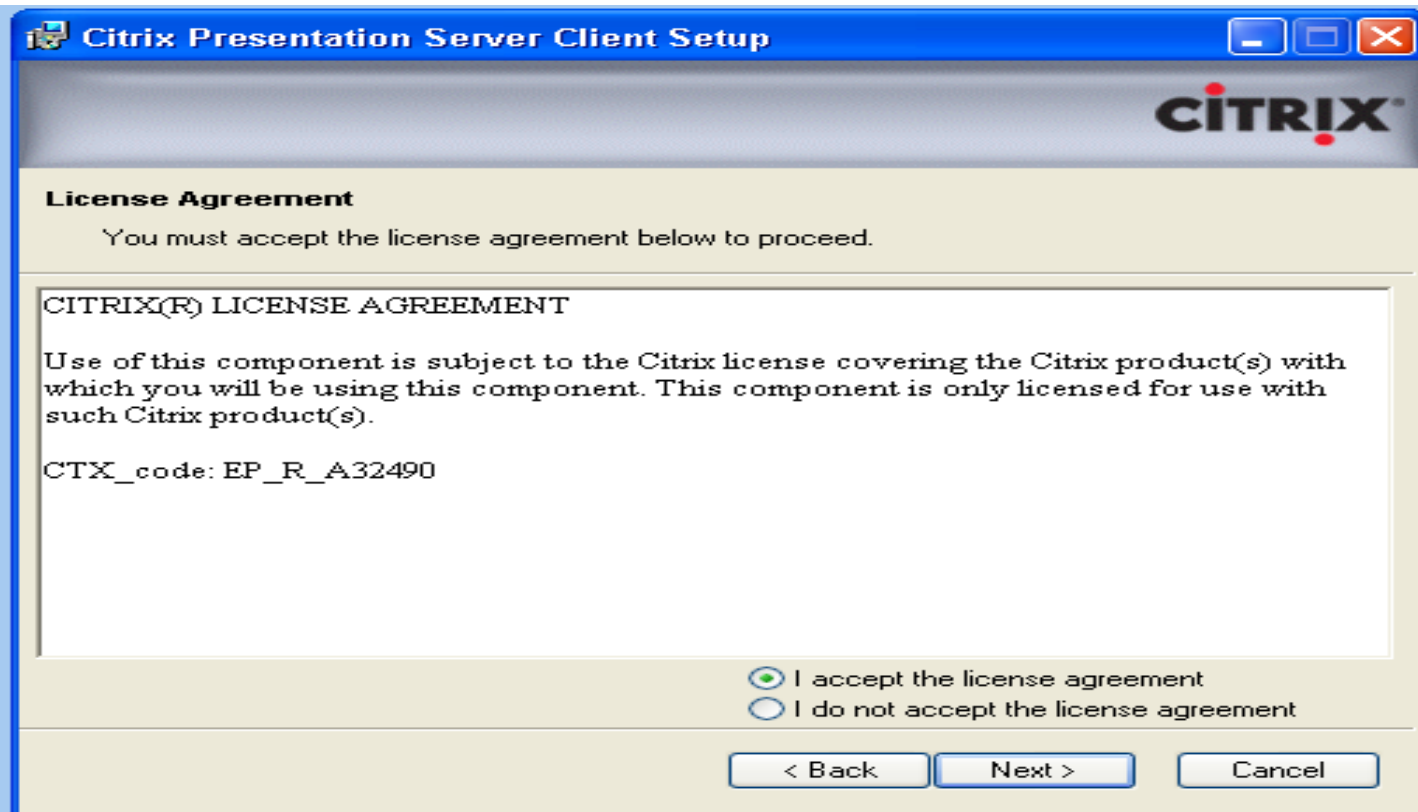
Installing Citrix

When asked if you will accept
License Agreement click **"YES"**

Then Click **NEXT**

Files will then copy. Restart
Internet Browser, click **OK**

Installing Citrix
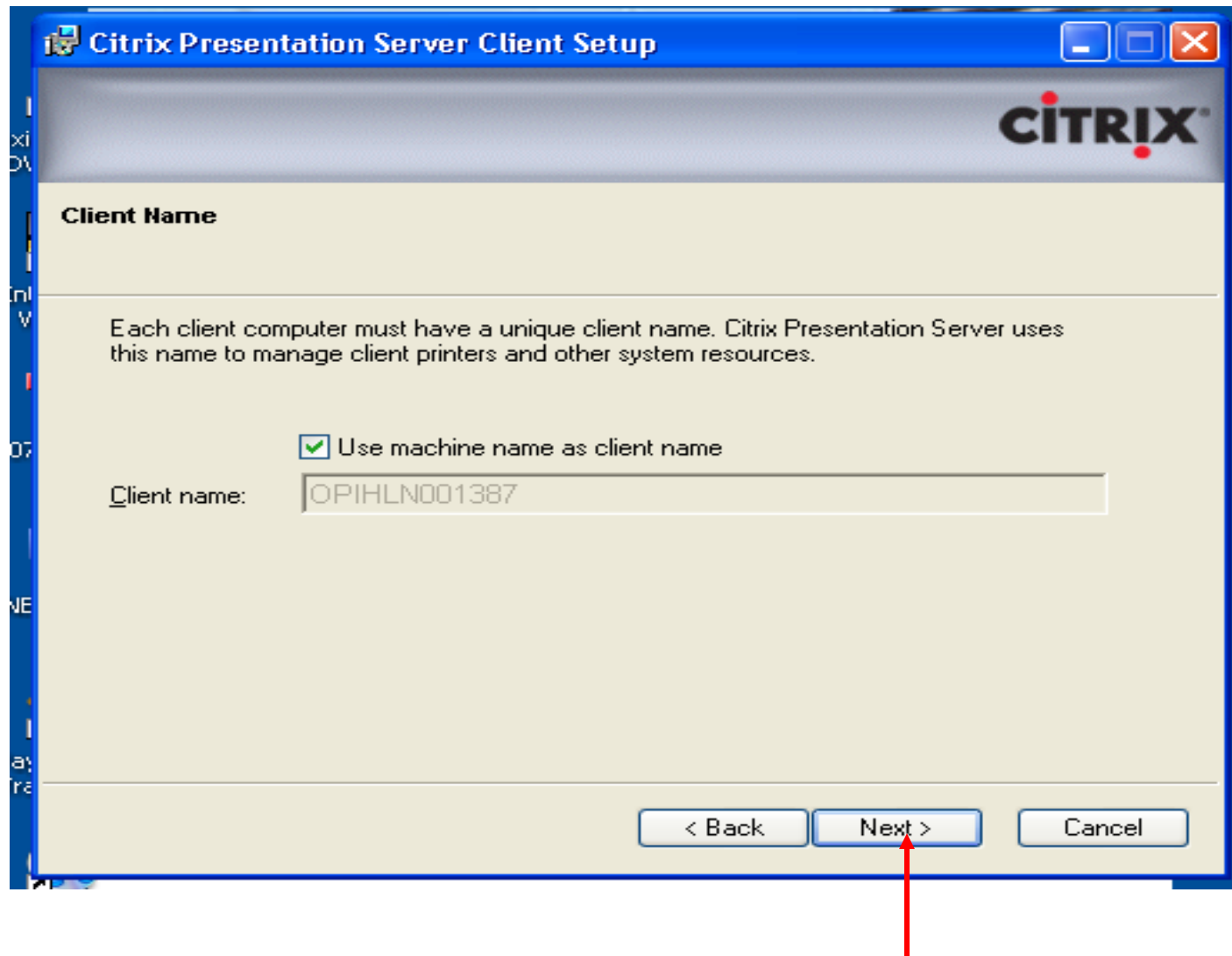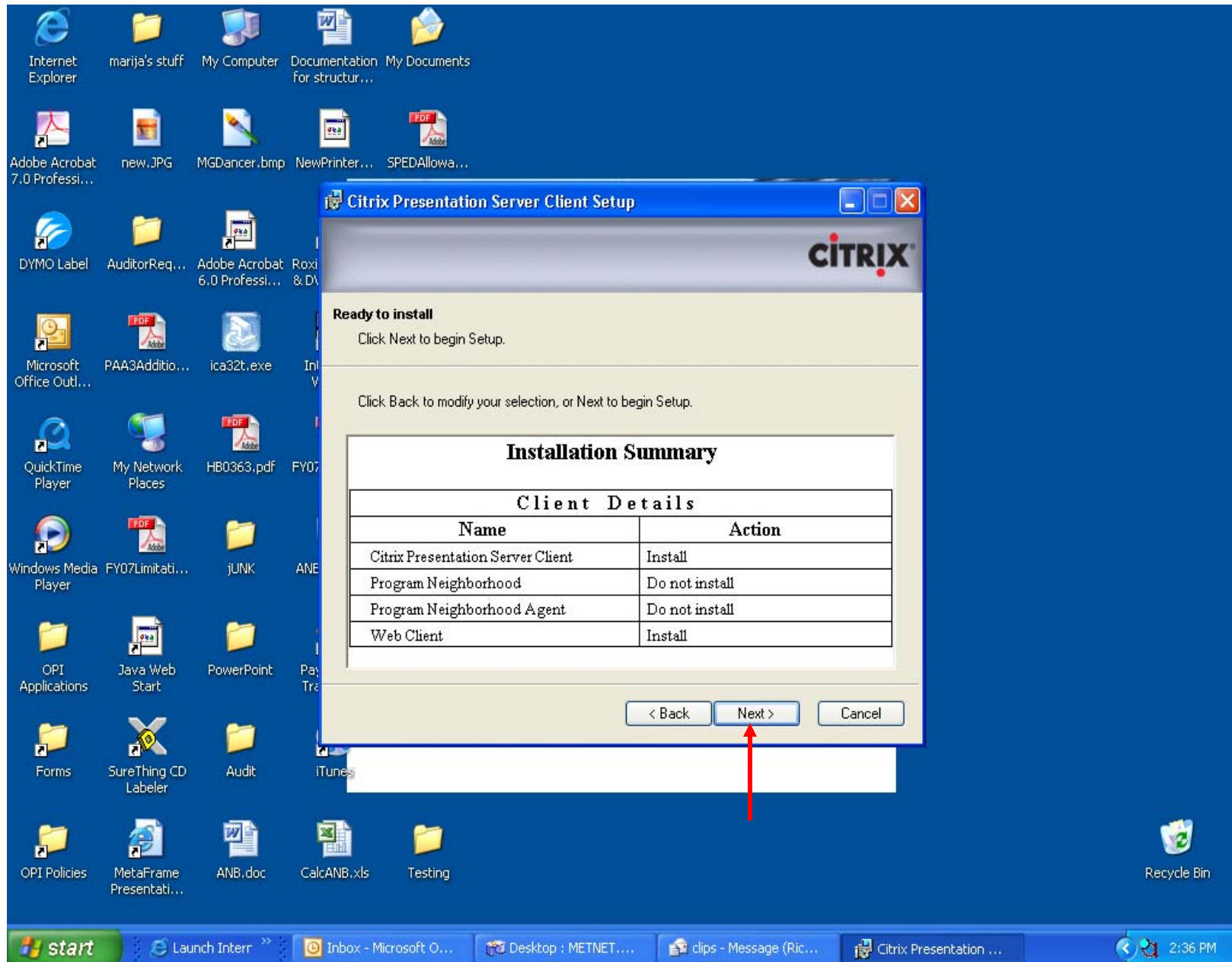
Installing Citrix
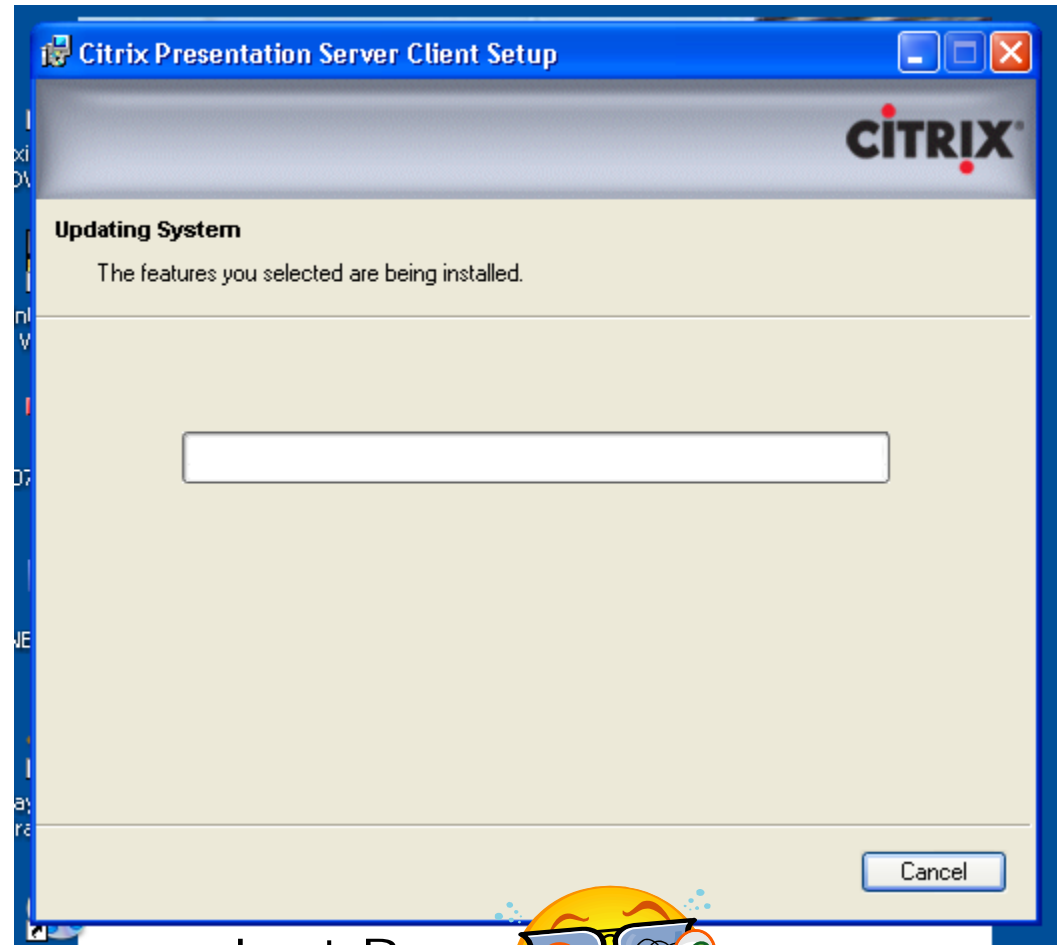
Installing Citrix

Just Be Patient!!

Installing Citrix

Logging Into Citrix

Logging Into Citrix

Log In to Citrix using your Citrix username and password **(add JA for July/August at the end of the password you received)**

MAEFAIRS

MAEFAIRS

MAEFAIRS

MAEFAIRS Printing

MAEFAIRS Printing
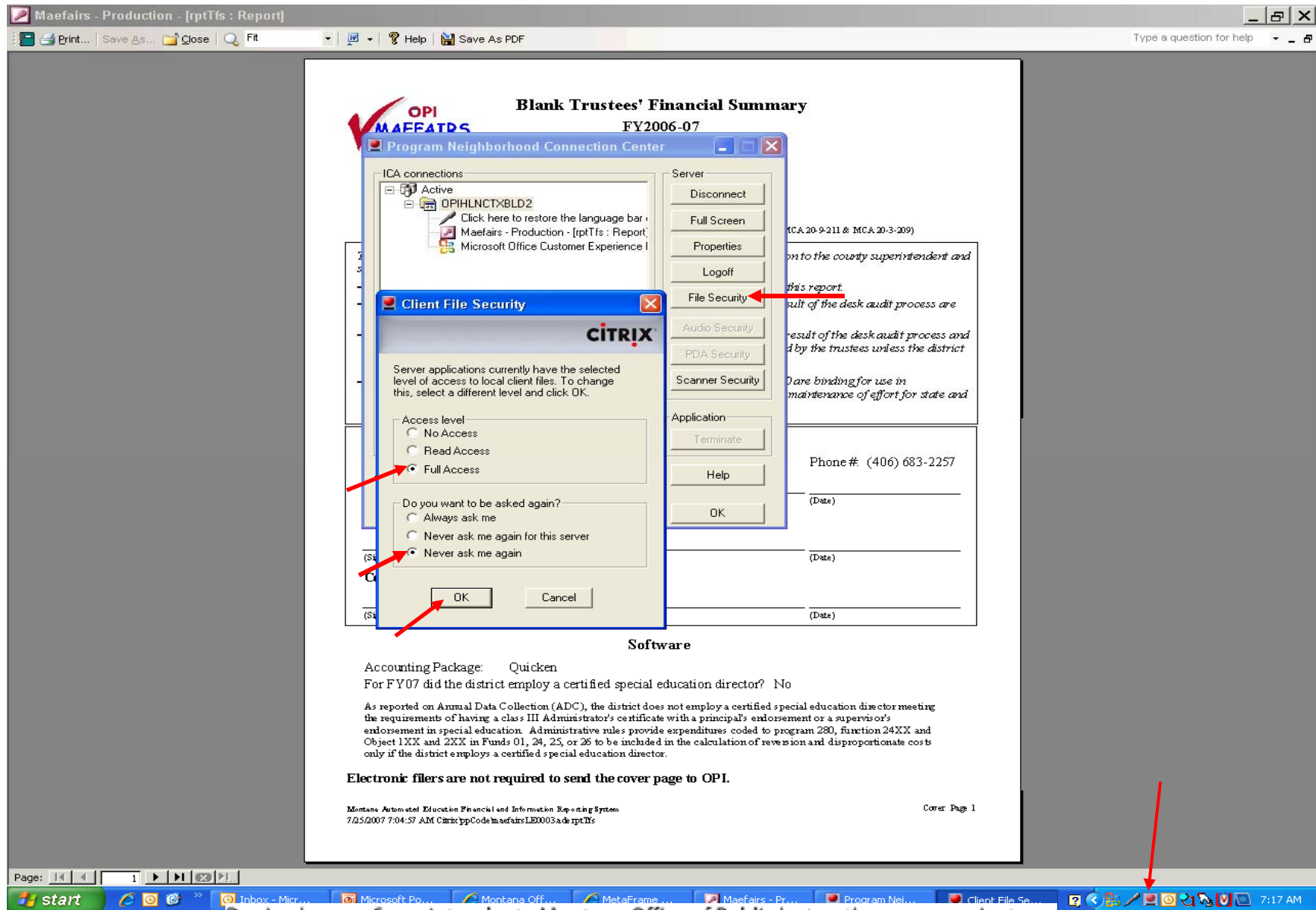
MAEFAIRS

1. Double Click on your My COMPUTER I-CON

2. Double Click on "C:"

3. Double Left Click on "OPI Reports"

4. Double Left Click on "MAEFAIRS"

5. Double Left Click on the PDF file just Saved (this will bring the report to your screen)
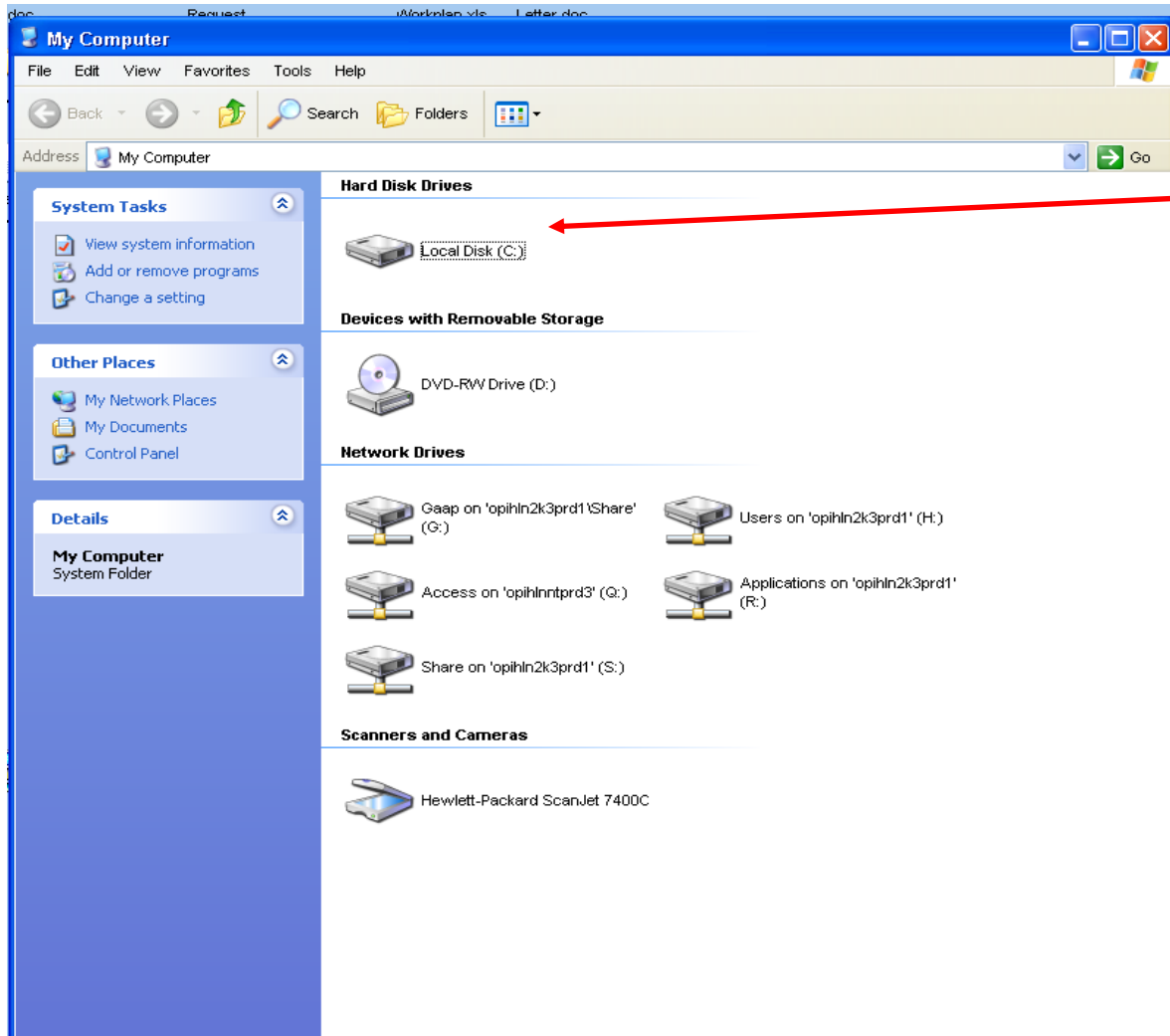
PRINT the report

MAEFAIRS

Questions?

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